

## Illinois After-school Partnership Outcomes Work Group

### Evaluation Capacity Building Materials Review Tool

#### Criteria to Consider for Overall Resource:

Criteria. Is the information . . .	Comments
<ul style="list-style-type: none"> <li>• From a reputable source?</li> </ul>	
<ul style="list-style-type: none"> <li>• Easy to understand / user-friendly?</li> </ul>	
<ul style="list-style-type: none"> <li>• Manageable Length/Format?</li> </ul>	
<ul style="list-style-type: none"> <li>• Valid and Consistent with the work of the Partnership?</li> </ul>	
<ul style="list-style-type: none"> <li>• Provides guidance on how to use the information?</li> </ul>	

#### Content Criteria by Area:

Area/ Description	Criteria-Things to Consider	Comments
<p><b>Evaluation Framework</b>  <i>What is evaluation (definition of terms), why evaluate (program improvement, outcomes measurement, etc.), organizational buy in, ways to think about evaluation</i></p>	<ul style="list-style-type: none"> <li>▪ Is this topic covered by this resource? To what extent?</li> <li>▪ Does this resource adequately define key terms so that potential readers can effectively navigate the information?</li> </ul>	
<p><b>Organizational Readiness Assessment:</b> <i>An organization's readiness to conduct an evaluation</i></p>	<ul style="list-style-type: none"> <li>▪ Is this topic covered by this resource? To what extent?</li> <li>▪ Does this resource discuss organizational readiness at different levels (leadership, managers, direct service staff)?</li> </ul>	

<p><b>Program Readiness Assessment:</b>  <i>A program's readiness to be evaluated</i></p>	<ul style="list-style-type: none"> <li>▪ Is this topic covered by this resource? To what extent?</li> </ul>	
<p><b>Evaluation Planning and Implementation</b>  <i>Examples: Realistic expectations about evaluation internal and external, Determining appropriate evaluation based on what questions need answers, concrete planning for evaluation/outcomes measurement</i></p>	<ul style="list-style-type: none"> <li>▪ Is this topic covered by this resource? To what extent?</li> <li>▪ Does this resource provide useful worksheets, examples that can be copied and used?</li> <li>▪ Does this resource present and explain different data collection methods (surveys, interviews, etc.)?</li> </ul>	
<p><b>Evaluation Utilization</b>  <i>Examples: communicate results, effective ways to use data, internally and externally, how to use evaluation to solve problems, how to learn from outcomes-expected and unexpected, etc.</i></p>	<ul style="list-style-type: none"> <li>▪ Is this topic covered by this resource? To what extent?</li> <li>▪ Does this resource discuss the role of stakeholders?</li> <li>▪ Does this guide provide concrete examples about how evaluation can be utilized?</li> </ul>	